



Office of Cable Television, Film, Music and Entertainment

1899 Ninth Street, NE | Washington DC 20018

Film Permit Application

submit via email: film@dc.gov or fax: 202-727-3246

*** = Required Fields**

Application Date:*

Production Contact:*

Tel:*

Type of Projects*

Email*

Title of Project (if Commercial, Name of Product):*

Name of Production Company*

Address*

Producer *:

Tel *:

Email*

Description/Logline of Project*

Describe Scene(s)*

Use text/Word doc if you need more space*

Will Firearms, Special Effects, and/or Animals Be Used?* Yes No

If Yes, Please Describe*

Will Amplified Sound Be Used? *Amplified sound does not include wired or wireless mics, or other standard film sound equipment. It does include any kind of amplified speaker systems. If so, please explain in Additional Information box below.

Yes

No

Additional Information

General List of
Production Equipment*

LOCATION EXPENDITURE REPORT* **REQUIRED FOR EVERYONE TO COMPLETE**

Complete these sections entirely. If something doesn't apply, type 0 or NA as appropriate.

Information gathered here will solely be used in aggregate with all other productions in a given quarter or fiscal year to gauge the economic impact of commercial film television and other media production activity in the District of Columbia.

Section A – HOTEL INFORMATION

Hotel Name

and Street

a Number of Room \$

d Other Misc. Hotel Expenses \$

b. Number of Nights \$

Total Hotel Expenses \$

c Average Rate Per Night \$

(multiply a*b*c then add d)

Section B – DC RESIDENT HIRES

Number of DC Residents Hired

Estimated Wages (to be paid to DC residents hired) \$

Section C – TOTAL CAST & CREW

Section D – DC GOVERNMENT SERVICES

If any of the following services are needed, please describe in the 'Additional Information' box on page 1

Police Assistance?	Yes	No	Fire Hydrant?	Yes	No
Fire/EMS Assistance?	Yes	No	Towing Assistance?	Yes	No

Section E – OTHER EXPENSES

ENTER VENDOR NAMES



Rentals

Equipment/Gear Rental
 Production Office Rental
 Stage Rental
 Vehicle Rental
 Misc. Rentals

Equipment/Gear Rental \$
 Production Office Rental \$
 Stage Rental \$
 Vehicle Rental \$
 Misc. Rentals \$

Total Rentals \$

**ENTER
 NUMBERS
 ONLY**
(NO COMMAS, PERIODS, OR
 DOLLAR SIGNS)

ENTER VENDOR NAMES



Purchases

Catering/Food
 Expendibles
 Set Construction
 Misc. Purchases

Catering/Food Purchases \$
 Expendables Purchases \$
 Set Construction Purchases \$
 Misc. Purchases \$

Total Purchases \$

**ENTER
 NUMBERS
 ONLY**
(NO COMMAS, PERIODS,
 OR DOLLAR SIGNS)

ENTER VENDOR NAMES



Services

Casting Agency
 Location

Casting Agency Fees (totals)
 Location Fees (total)

Total GYfj JWg \$

**ENTER
 NUMBERS
 ONLY**
(NO COMMAS, PERIODS,
 OR DOLLAR SIGNS)

Grand Total All Expenses:

(THIS BOX SHOULD AUTOMATICALLY CALCULATE. IF NOT PLEASE ADD A COMMENT BOX SHOWING YOUR GRAND TOTAL.)

List Each Location Street, Side of Street, and Cross Streets	Date		Time		Describe activity and indicate if filming, parking, or both
	Start	End	Start	End	
Example: East Side of 3rd Street, NW between Pennsylvania Ave and Constitution Ave	3/1/2010	3/1/2010	9:00AM	4:00PM	Filming Parking
					Filming Parking Number of vehicles:
					Filming Parking Number of vehicles:
					Filming Parking Number of vehicles:
					Filming Parking Number of vehicles:
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Parking is provided solely for PRODUCTION VEHICLES ONLY. The rule of thumb is if it doesn't have commercial plates, it doesn't qualify. We do not provide for cast/crew parking. Space is limited and there are numerous competing demands; please plan well ahead of time. This office must coordinate with other city agencies to get approval for deviations from certain parking restrictions: e.g. rush hour restrictions, loading zones, bus stops, vendor stands, etc. Again, this may take some time to accomplish depending on multiple factors; please plan well in advance. Your application will be delayed if you supply insufficient information. Google Maps will be your go-to resource to check parking restrictions here in DC.

D.C. Code 22-2405: A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing, directly or indirectly, to any instrumentality of the District of Columbia government, under circumstances in which the statement could reasonably be expected to be relied upon as true ... Making a false statement on this application is punishable by criminal penalties.

Film Permit Application Instructions

All production companies filming in the District are required to complete this Application Form in its entirety. The information obtained from these forms is used solely to facilitate the production process and/or used by OCTFME and the District of Columbia to determine the aggregate economic impact of film and television production in the District. **Making a false statement on this application is punishable by criminal penalties.**

1. Your request should be submitted directly to the Office of Cable Television, Film, Music and Entertainment via email at film@dc.gov.
 - A. Five (5) business days prior to the first day of work when requesting parking or
 - B. Three (3) business days prior to the first day of work when requesting filming only.
2. An Application received by the Office of Cable Television, Film, Music and Entertainment before 9:00 am will be considered received for a full business day. Anytime after 9:00 a.m. is not a full business day.
3. The Permit Application must be thoroughly completed and all required fields must be filled in. If a required field does not apply to your project, indicate this by entering N/A (not applicable) or "0" in the appropriate space. Please print or type legibly. Failure to provide all of the required information may result in your request not being processed. If you do not receive a confirmation within one (1) business day of the time your request was submitted, please call 202-727-6608 or email film@dc.gov to verify that your application was received.

Permit

The permit we issue to your production provides access to public locations and location parking for essential production vehicles within DC public space. When your project is shooting an exterior location and requires traffic control, re-routing, or a scene with weapons or uniformed police, you must have the Special Operations Division of the Metropolitan Police Department on location.

1. When filming at city facilities, i.e., City Hall, Municipal Buildings, Parks, Harbor Areas, etc. you must include prep and strike dates as well as times in the summary of scenes field provided for that location. Failure to provide this information will necessitate your request being returned for correction.
2. When requesting the use of weapons, gunfire or special effects, thoroughly describe the scene, specific location(s), and duration in the summary of scenes field provided for that location in addition to completing the specific weapon/gunfire/special effects field. Failure to provide this information may delay the process.

Film Permit Fees

Payment for all applicable fees must be received prior to issuing a film permit. Once your application has been processed and approved, you will receive an invoice and payment instructions. The following fee schedule is effective March 1, 2010. Please review your permit request thoroughly, as all permit transactions are final.

Fee	First day	Each additional day	Per Project Cap
Application Processing Fee	\$30	-	\$30
Film Permit (less than 10 cast and crew)	\$150	\$50	\$500
Film Permit (10 – 39 cast and crew)	\$300	\$100	\$1, 500
Film Permit (40 – 69 cast and crew)	\$450	\$150	\$3, 000
Film Permit (more than 70 cast and crew)	\$600	\$200	no cap
Still Photography	\$150	-	\$150
Student Film Permit	\$No Fee	-	-

This fee is for the film permit only and does not include any other permits that may be required by other District agencies.

Insurance Requirements

All Productions regardless of type or size are required to submit an copy of their signed Certificate of Insurance in an amount of \$1,000,000 minimum per instance of claim for general liability, listing the **"Government of the District of Columbia"** as additional insured before a permit can be issued. Please use this address: **1350 Pennsylvania Avenue NW, Washington, DC 20004.**

Students must talk to their teacher/professor and/or their school's office of risk management (or similarly named agency) to find out the requirements of that institution regarding liability insurance for its students.

Email completed form to film@dc.gov or fax to (202) 727-3246.